

Memorandum

Department of Planning



To: Finance and Administration Committee

From: Justin Wyse, Director of Planning *JW*

Date: August 31, 2021

RE: **RFQ for Planning Consultant**

Summary

On August 16th, 2021 the City Council authorized an agreement whereby the City would be reimbursed for legal expenses associated with review and consideration of economic development tools in association with redevelopment efforts. The agreement is between the City of Chesterfield, TSG Downtown Chesterfield Redevelopment, LLC, and Wildhorse Village, LP. As noted in the memorandum from that meeting, the next step in the process is to issue a Request for Qualifications (RFQ) for a Planning Consultant to provide review, analysis, and recommendations to the City Council for their consideration.

The attached RFQ is being presented to the Finance and Administration Committee for approval prior to issuance. Once issued, a Selection Committee will review submittals, interview selected firms, and present a recommendation and contract to the F&A Committee before proceeding to City Council for approval. The Selection Committee is proposed to include the following positions:

- Mayor,
- President Pro Tem,
- Chair of F&A,
- Director of Finance, and
- Director of Planning

In accordance with the Preliminary Funding Agreement noted earlier, costs for this project are anticipated to be approximately \$100,000.00 and will be funded through funds received in accordance with the agreement.

Once a preferred consultant is selected by the Selection Team, a contract for the project will be negotiated and forwarded to the F&A Committee for a recommendation before going to the City Council for approval of the contract.



Purpose

The purpose of this Request for Qualifications (RFQ) is to obtain competitive proposals from qualified consultants capable of producing a redevelopment plan for the southwest quadrant of Chesterfield Village.

The RFQ includes the overall scope of services and specific functionality desired, as well as required vendor qualifications.

This RFQ provides prospective companies with enough information to enable them to prepare and submit proposals for consideration by the City of Chesterfield to satisfy the needs as outlined.

SCOPE OF SERVICES

OVERVIEW:

The City of Chesterfield is seeking a response to this Request for Qualifications (RFQ) from consultants interested in providing professional services needed to develop a plan for Redevelopment of the Southwest Quadrant of Chesterfield Village. The district is located generally along the south side of Interstate 64, north of MO-340 (Clarkson Road) and east of Burkhardt Place (existing and proposed segments). The total area within the boundaries described above and shown on the map on the next page is approximately 245 acres, including the rights-of-way of streets and highways that are within the area's boundaries. Primary development in the area consists of Chesterfield Mall and surrounding area.

The southwest quadrant area has long been the commercial hub of Chesterfield; however, this area is visibly struggling with obsolete buildings, lack of continued investment and appeal and overall deterioration. The redevelopment of this area is intended to reinvigorate the area and create a sense of "place" so that it becomes a destination worthy of people enjoying being there to shop, work, play, and, live.

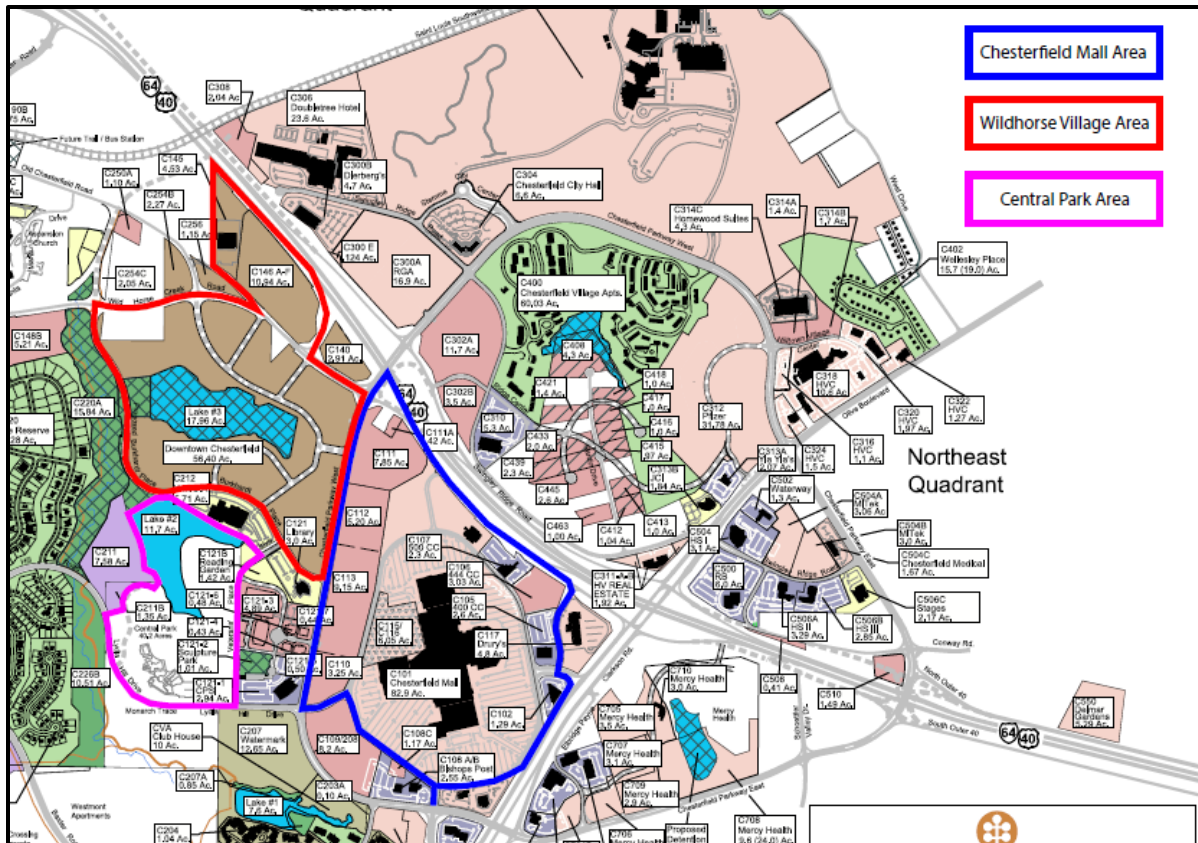


Exhibit 1: Study Area

The City of Chesterfield has long relied on individual business and property owners to be in the best position to respond to the market and emerging trends. However, given the lack of investment, slow pace of change and transformation, increasing vacancies, and unappealing nature of the district, the City intends to take a more active role in guiding and implementing a vision for the area's future and is looking for guidance to determine the best approach.

The selected consultant or consulting firm will work closely with the City Administrator, Staff and the Mayor and City Council to carry out this work. The process may also include working with stakeholders with varied perspectives. A completed assessment and planning document must be presented and approved by the Mayor and City Council. The mission of the City is to promote economic development, create a City Center / Downtown Chesterfield, and improve the quality of life for the residents. The City's efforts are developed in response to local needs, conducted with an awareness of national trends and policies, organized within strong community-wide partnerships, and respectful of and sensitive to the diversity and strengths of all community members.

The selected consultant will:

- Meet with the Mayor and City Council as needed to discuss the objectives and progress of the project.

- Assist with choosing the types of tools used to gather assessment information and conduct statistical analysis of data.
- Determine the best approach and develop a plan to meet the needs of the community.
- Assist the City with determining reasonable financing districts. The City will consider supporting a proposed project with certain public redevelopment and financing tools available for use by the City under certain Missouri Statutes:
 - Tax Increment Financing (TIF) – R.S. MO 99.800 – 99.865;
 - Urban Redevelopment Corporations (Chapter 353) – R.S. MO 353.010 – 353.190;
 - Transportation Development Districts (TDD) – R.S. MO 238.200 – 238.280;
 - Community Improvement Districts (CID) – R.S. MO 67.1401 – 67.1571;
 - Neighborhood Improvement Districts (NID) – R.S. MO 67.453 – 67.475;
 - Special Business Districts (SBD) – R.S. MO 71.790 – 71.808; and
 - Other appropriate programs as identified by the Consultant.
- Provide illustrations, plans, and graphics throughout the process.
- Present final product to the Mayor and City Council.

AVAILABLE DOCUMENTS:

The following documents are available for consultants responding to the Request for Qualifications (RFQ):

1. Comprehensive Plan (adopted 9/30/2020)
2. City’s Municipal Code
3. Maps showing the City’s current municipal boundaries
4. Maps showing the City’s current redevelopment area
5. The City’s Operating and Capital Budgets

SCHEDULE OF ACTIVITIES:

A suggested schedule is presented below. If the consultant anticipates difficulties with the proposed delivery schedule, the consultant should so indicate and propose an alternate schedule in the response to the RFQ.

Scope of Work	Work Schedule
Issue Request for Qualifications	September 1, 2021
Proposals due to the City	October 1, 2021
Consultant interviews	Week of October 11, 2021
Selection of Consultant	October 22, 2021
Finance & Administration Committee review of contract	November 2, 2021
Contract Execution	December 6, 2021

PROPOSED BUDGET:

Project costs are expected to be less than \$100,000. The final dollar amount will be negotiated as part of the final contract and scope of work with the successful consultant.

SUBMISSION REQUIREMENTS:

The successful consultant will be able to demonstrate competency with redevelopment, redevelopment plans, implementation of redevelopment plans, knowledge of Missouri State redevelopment incentives, working with other Missouri municipalities, and presenting at public meetings. Specifically, the City is seeking the following characteristics in a consultant:

1. The number of years your company has performed services similar to those requested.
2. A description of past or present work performed during the past five years by the Consultant similar to those requested.
3. A list of three project references. Please include contact name, telephone number and email address.
4. Description of a recommended project approach and strategy including preliminary milestones and tasks to be completed.
5. Commitment of identified key staff to the project.
6. Ability to complete work in a timely manner.
7. Experience in working with municipal budgets and local government service providers.
8. Experience with municipal redevelopment within the State of Missouri and knowledge of State statutes and local rules and procedures related to redevelopment.

Supplemental Information (use additional sheets as necessary):

1. Name of Primary contact, address and phone number.
2. The day(s) and time(s) the primary contact is available.
3. Provide a brief history of the company.
4. Describe any name or ownership changes in the past five (5) years.
5. Submit a sample copy of your current contract/agreement with all terms and conditions (subject to review by the City's legal review).
6. Cost Proposal:
 - Provide a comprehensive cost proposal with a complete breakdown and a grand total.
 - The City reserves the right to choose all or a portion of the items proposed.

EVALUATION CRITERIA:

The City reserves the right to select the Vendor who best meets the "overall" needs of the City of Chesterfield primarily on the following criteria (not listed in any order of importance):

- All cost related to the project.
- The ability to serve the City of Chesterfield's needs.
- Adherence to the requested information specifications, thoroughness of the submittal, as well as the overall format of the presentation.
- The financial stability, longevity, and strength of the Vendor.
- Experience in working with municipal budgets, and local government service providers.
- Experience with municipal redevelopment within the State of Missouri and knowledge of State statutes and local rules and procedures related to redevelopment.

SUBMISSION:

Sealed submittals must be received by the City of Chesterfield, Missouri; Director of Planning, 690 Chesterfield Parkway W, Chesterfield, MO 63017 prior to October 1, 2021 at 3:00 P.M. (CST). Each proposal shall consist of one original (identified as such) and one electronic copy on flash/thumb drive of the complete proposal. The file submitted on flash/thumb drive shall include all attachments and signatures, where applicable.

It is the responsibility of the Consultant to ensure that their submittal is received by the City prior to the deadline. Companies mailing proposals should allow ample mail delivery time to ensure timely receipt of their proposals. Proposals received after the deadline for receipt of proposals will not be opened or considered.

Proposals must be clearly labeled City of Chesterfield, Missouri "RFQ – Planning Consultant Services" and shall show such information on the outside of the submittal packet. Submissions will not be accepted by facsimile or email transmittal. Do not staple or submit bid in any type of binder; binder clips are acceptable.

TERMS AND CONDITIONS

QUALIFICATIONS:

All companies shall be licensed, insured, and bonded and shall furnish satisfactory evidence to the City that they have previously performed/provided the types of services as specified elsewhere in this request.

METHOD OF AWARD /SELECTION:

The submittals will be evaluated by the City. A response summary of proposals will be available by contacting Justin Wyse, Director of Planning. The response summary will only include the names of the companies that provided submittals that were delivered by the required RFQ submittal date and time. Until award of the contract, the responses shall be held in confidence and shall not be available for public review.

CONTACT WITH CITY OF CHESTERFIELD PERSONNEL:

As specified above, all contact with the City should be channeled through the Director of Planning. No contact with other City employees, officials, or City Council members is to be made by responding proposers throughout the entire process.

RESPONSE MATERIAL OWNERSHIP:

All proposals become the property of the City of Chesterfield, Missouri upon receipt and will only be returned to the proposer at the City's option. Selection or rejection of the proposal will not affect this right. The City shall have the right to use all ideas or adaptations of the ideas contained in any proposal received in response to this RFQ. Disqualification of a proposal does not eliminate this right.

PROPRIETARY INFORMATION:

All material submitted in response to this RFQ will become public record. Any material requested to be treated as proprietary or confidential must be clearly identified and easily separable from the rest of the proposal. Such request must include justification for the request and approval by the City. Neither cost or pricing information nor a total proposal will be considered proprietary.

CONFIDENTIALITY:

The Consultant agrees that it will not permit the disclosure or duplication of any information received from the City or stored on City systems unless such disclosure or duplication is specifically authorized in writing by the City, or as required by law.

EVALUATION RIGHTS:

The City reserves the right to: a) reject any or all submissions, or to make no award, b) require modifications to initial submissions, c) make partial or multiple awards, or d) further negotiate costs submitted. The City reserves the right to award the contract in any manner deemed in the best interest of its citizens.

REJECTION OF SUBMISSIONS:

The City reserves the right to reject any or all submissions received in response to this RFQ, or to cancel this RFQ if it is in the best interest of the City to do so. Failure to furnish all information or to follow the proposal format requested in this RFQ may disqualify the proposal.

INCURRING COSTS:

The City shall not be obligated or be liable for any cost incurred by the Consultant prior to issuance of a contract. All cost to prepare and submit a response to this solicitation shall be borne by the Consultant.

SUBMISSION AND SUPPLEMENTAL MATERIALS:

Submissions shall be submitted to the Director of Planning. If supplemental materials are required or requested, then they must be submitted to the Director of Planning as part of the submittal. Supplemental materials will not be accepted after the submissions have been opened, unless requested. Submission or distribution by the company of unsolicited supplemental materials to the City employees or Officials may result in rejection of the submission.

DISCRIMINATION POLICY:

The City of Chesterfield advises the public that it does not discriminate against any person on account of race, color, religion, creed, sex, age, ancestry, or national origin, and that such nondiscrimination is extended to procurement of materials and/or the provision of municipal services.

WAIVER:

The City reserves the right to waive any variances from the original RFQ in cases where the variances are considered to be in the best interest of the City.

INSURANCE:

The firm or company that is awarded a contract shall maintain during the life of the agreement and furnish to the City the appropriate Professional Liability, Commercial General Liability, and Workers Compensation insurance certificates listing the City of Chesterfield as an "Additional Insured" during the Term of the Agreement, and a copy of such "Additional Insured" endorsement must accompany the certificate.

INDEMNITY:

The Consultant shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this contract by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise.

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits.